

## LABOR RELATIONS COMMITTEE

### MINUTES

The Labor Relations Committee met on Wednesday, April 13, 2016 at 4:45 p.m. in Conference Room No. 1 at the Willmar City Office Building.

|          |                  |                        |
|----------|------------------|------------------------|
| Present: | Shawn Mueske     | ..... Vice Chair       |
|          | Ron Christianson | ..... Member           |
|          | Denis Anderson   | ..... Member           |
|          | Rick Fagerlie    | ..... Alternate Member |

Others present: Mayor Marv Calvin (entered at 5:07 p.m.), City Administrator Larry Kruse, Finance Director Steve Okins, City Clerk Kevin Halliday, Mary Scoon, AFSCME Council 65 Staff Representative, Shelby Lindrud, "West Central Tribune" journalist, and Janell Sommers, Administrative Assistant.

#### Item No. 1      Call to Order

The meeting was called to order by Council Member Mueske at 4:45 p.m.

#### Item No. 2      Public Comment

There were no comments from the public.

#### Item No. 3      Extended Hours (Information)

City Administrator Kruse brought forth for consideration a recommendation to extend work hours on a Department by Department (building by building) basis effective May 22, 2016 through September 3, 2016. Extended hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one half day from 7:00 a.m. to 12:00 noon on Friday. City Administrator Kruse overviewed his experience with extended hours in other communities and stated departments participating need to have a plan to cover most unforeseen events which may occur on the shorter day. It was noted represented groups must agree to the change and this is not a contract right. The Committee discussed the pros and cons for both the public and the employees. It was the consensus of the committee to receive this for information only.

#### Item No. 4      Organizational and Job Description Changes/Hiring (Information)

City Administrator Kruse requested the Committee consider an organizational structure which includes the position of an Administrative Services Director. He explained with the announced retirement of City Clerk Halliday in September, the position of City Clerk will be modified to be that more of a traditional City Clerk. The treasurer and human resource duties presently done by Clerk Halliday would be moved to the Finance Director and Administrative Services Director. The proposed job description for the Administrative Services Director would have the primary function of managing the Human Resources within the City and provide administrative oversight overall internal operations. This would be a Director level position reporting to the City Administrator and in the absence of the Administrator would be second in command. City Administrator Kruse was asked to explain the benefit of this organizational structure versus the present organization. He proposed advertising for the Administrative Services Director and City Clerk with a goal of having them both hired by July 1, 2016. This allows the new City Clerk to have the opportunity to be trained for the August primary election as City Clerk Halliday will not be present for the General Election in November and the Administrative Services Director will be able to assist with the implementation of the Classification and Compensation study. It was the recommendation of the City Administrator to approve both job descriptions and forward them onto Springsted to have them incorporated in the study to identify a wage range.

The Committee discussed the proposed reorganizational structure. Council Member Christianson questioned the change of duties for the City Administrator should this position be created and expressed his concern that two current department director positions would no longer be considered as directors. Council Member Anderson expressed his concern that the Council take action on this in the near future. It was the consensus of the Committee to have this item discussed by the full Council at the next Labor meeting which will be scheduled for either April 20<sup>th</sup> or 27<sup>th</sup>.

Item No. 5      Assessing Update (Information)

City Administrator Kruse updated the Committee on the Assessing Department merger with Kandiyohi County. Kruse stated meetings continue to be held to work on developing an agreement which is expected to be brought before the City Council and County Board on May 2<sup>nd</sup> and 3<sup>rd</sup>.

A motion was made by Council Member Anderson, and seconded by Council Member Christianson to adjourn. The motion carried and the meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Janell Sommers  
Administrative Assistant